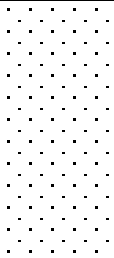


## Time Sheet Coding for Holidays

WORK SCHED		EMPLOYEE	TIME & 1/2 HOLIDAY	STRAIGHT TIME HOLIDAY	FLOATING HOLIDAY	*Martin Luther King Day & Day After Thanksgiving
121		Works	12 or 13 - # of hours actually worked	12 or 13 - # of hours actually worked		13 - # of hours actually worked
121		Does not work			05 - # of scheduled hours	
122		Works	75 - # of scheduled hours & 12 or 13 - # of hours actually worked	75 - # of scheduled hours & 12 or 13 - # of hours actually worked		75 - # scheduled hours & 13 - # of hours actually worked
122		Does not work	75 - # of scheduled hours	75 - # of scheduled hours	05 - # of scheduled hours	75 - # of scheduled hours
699*	scheduled work day	Works	75 - # of scheduled hours & 12 or 13 - # of hours actually worked	75 - # of scheduled hours & 12 or 13 - # of hours actually worked	01 - # of hours worked	75 - # scheduled hours & 13 - # of hours actually worked
see note		Does not work	75 - # of scheduled hours	75 - # of scheduled hours	05 - # of scheduled hours	75 - # of scheduled hours
699*	regular day off	Works	65 - 8 hours or Pro-rate 12 or 13 - # of hours actually worked	65 - 8 hours or Pro-rate 12 or 13 - # of hours actually worked		15 - 8 hours or Pro-rate 13 - # of hours actually worked
see note		Does not work	65 or 15 - 8 hours or Pro-rate	65 or 15 - 8 hours or Pro-rate		15 - 8 hours or Pro-rate

### Holiday List:

Time 1/2 holidays	Straight Time holidays	Floating Holidays	*COMP Time Only
New Year's Day	Town Meeting Day	Columbus Day	Martin Luther King Day
Washington's Birthday	Bennington Battle Day		Day After Thanksgiving
Memorial Day	Martin Luther King Day-COMP Only *		
Independence Day	Day after Thanksgiving-COMP Only *		
Labor Day			
Veteran's Day			
Thanksgiving			
Christmas			

### SPECIAL REMINDERS

\*\*\* 699 Work Schedule employees - During a Holiday week, employees that normally work 4 ten hour days should revert to (8) hour per day schedule for that week only. \*\*\* PLEASE NOTE: If reverting to 8 hour per day schedule, EVERY DAY becomes a "scheduled" day to work.

Use chart above for scheduled work day.

